

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
Standing Subcommittee: Policies and Procedures
Monday, October 20, 2025
1:30 PM***

In Person:

*Arlington Public Schools District Office
14 Mill Brook Drive
Superintendent's Office - 2nd Floor
Arlington, MA 02476*

***Via Zoom:
Link***

Open Meeting (P. Schlichtman)

There will be no Public Comment agenda item, but members of the public who wish to comment on individual agenda items are invited to comment as these items are considered. Members of the public participating remotely shall register with the Administrative Secretary of the School Committee no later than 10:00 a.m. on the day of the meeting. Members of the public who participate shall identify themselves with their name and address, and remote participants shall activate their cameras when participating in the meeting. The chair shall use relevant provisions of policy BEDH and BEDH-E to conduct the meeting.

Approval of Minutes, June 17, 2025

- *Policies and Procedures minutes 061725*

Review before second reading: File LB and LBA, Relations with Other Schools and School Districts

- *File LB and LBA*

Special Dedications for School Facilities: File FF, FF-E, and FFA

- *File FF et al*

Community Use of School Facilities: File KF and KFE

- *File KF & KFE*

Gifts and Solicitations by Staff - File GBEC

- *GBEC-with-track-changes*

Student Fundraising Activities - File JJE

- *JJE-with-track-changes*

Future Agenda Items and Meeting Dates

Adjournment (P. Schlichtman)

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by P. Schlichtman

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Liz Diggins at ediggins@arlington.k12.ma.us.



Town of Arlington, Massachusetts

Meeting Location - Hybrid

Summary:

In Person:

Arlington Public Schools District Office
14 Mill Brook Drive
Superintendent's Office - 2nd Floor
Arlington, MA 02476

Via Zoom:

Link



Town of Arlington, Massachusetts

Open Meeting (P. Schlichtman)

Summary:

There will be no Public Comment agenda item, but members of the public who wish to comment on individual agenda items are invited to comment as these items are considered. Members of the public participating remotely shall register with the Administrative Secretary of the School Committee no later than 10:00 a.m. on the day of the meeting. Members of the public who participate shall identify themselves with their name and address, and remote participants shall activate their cameras when participating in the meeting. The chair shall use relevant provisions of policy BEDH and BEDH-E to conduct the meeting.



Town of Arlington, Massachusetts

Approval of Minutes, June 17, 2025

Summary:

- Policies and Procedures minutes 061725

ATTACHMENTS:

Type	File Name	Description
▢ Minutes	Policies_and_Procedures_minutes_061725.pdf	Policies and Procedures minutes 061725

Arlington School Committee
Standing Subcommittee: Policies and Procedures
Tuesday, June 17, 2025
6:31 p.m.

Arlington Public Schools District Office
14 Mill Brook Drive
Second Floor, School Committee Room
Arlington, MA 02476

Minutes

The meeting was called to order at 6:31 p.m.. The meeting was conducted in a hybrid format, with participation via Zoom.

<https://us02web.zoom.us/j/86956181807>

Subcommittee members present: Paul Schlichtman, Leonard Kardon, Laura Gitelson (Remote)

Also Present: Elizabeth Homan, Superintendent; Jane Morgan, School Committee Chair

Open Meeting

Ms. Morgan read the governor's order suspending certain provisions of the Open Meeting Law

There was no **Public Comment** agenda item, but members of the public who wished to comment on individual agenda items were invited to comment as they were considered.

Approval of Minutes

On a **motion** by Mr. Kardon, **seconded** by Ms. Gitelson, it was **voted** to approve the minutes of November 12, 2024 and January 24, 2025.

Roll Call:

Laura Gitelson	Yes	Leonard Kardon	Yes
Paul Schlichtman	Yes	(3-0)	

Adjourn

On a **motion** by Mr. Kardon, **seconded** by Ms. Gitelson, it was **voted** to adjourn at 6:32 p.m.

Roll Call:

Laura Gitelson	Yes	Leonard Kardon	Yes
Paul Schlichtman	Yes	(3-0)	



Town of Arlington, Massachusetts

Review before second reading: File LB and LBA, Relations with Other Schools and School Districts

Summary:

- File LB and LBA

ATTACHMENTS:

Type	File Name	Description
▣ Policy	File_LB_and_LBA_revised.pdf	File LB and LBA Revised

File: LB - RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

The School Committee will cooperate with other schools and with local, state, and regional agencies and organizations to:

1. Seek solutions of educational problems of common concern.
2. Offer support services of high quality to our children.
3. Equalize educational opportunities for all children.
4. Acquire federal and state grants.
5. Promote local school system involvement in state and federal decision-making.

This cooperation may extend to research, providing transportation for children to special schools and hospitals, coordination of curriculum, exchange of information and data, construction of facilities that may be efficiently used on a cooperative basis, and the coordination of school calendars and activities.

Before joining any cooperative programs, education collaborative, or participating in any joint educational services with other school systems, the School Committee wants to be sure that in all instances the best interests of our school children will be served. In carrying out this policy the Superintendent will include in reports to the Committee an evaluation of the desirability and feasibility of cooperation with other schools and agencies on matters of mutual interest.

Minuteman Regional Vocational-Technical School District

The Superintendent shall maintain a working relationship with the Superintendent of the Minuteman Regional Vocational-Technical School District for the purpose of making career opportunities information available to middle school students and their parent/guardians.

Arlington Public Schools

Amended by the Arlington School Committee: October 00, 2025

REF: File LBA – MIDDLE SCHOOL PATHWAY EXPLORATION POLICY

LEGAL REFS.: M.G.L. [40:4E](#); [71:48](#); [71:71D](#); [71B:4](#); [74:4](#) through [74:7A](#); [76:1](#)
[603 CMR 4.00](#)

File: LBA – MIDDLE SCHOOL PATHWAY EXPLORATION POLICY

Massachusetts state regulations require sending districts to maintain a districtwide Middle School Pathway Exploration Policy that documents how middle school students in the district are made aware of, and gain exposure to, career technical education (CTE) schools and programs available to them in their district, regional, agricultural, and other public high schools.

Collaboration

The Arlington Public Schools will collaborate with the Minuteman Regional Technical Vocational High School, and any other regional, agricultural, or public high schools eligible to enroll Arlington students, to inform students about such opportunities to them by:

- Ensuring that all eighth-grade students are invited to take part in a tour day during regular middle school hours as offered by a public high school to which Arlington students may apply.
- Ensuring that any middle school student absence for an opportunity to tour, during regular middle school hours, is excused without penalty.
- Ensuring that the Arlington Public Schools sets dates for middle school on-site presentations that will be shared on the public facing website for all middle school students that includes information about career technical education programs and careers, including presentations, as well as through mail, email, and on their public facing websites, by October 15 of each school year.

High School Pathway Options Available to Students

Student in Arlington have the option of applying for the seats available at the Minuteman Regional Vocational Technical High School. Minuteman is a “wall to wall” Career and Technical Education public school, where students can earn both a high school diploma and industry recognized credentials in alignment with a student’s secondary and post-secondary academic and career planning in the following areas:

- Advanced Manufacturing
- Automotive Technology
- Biotechnology
- Carpentry
- Computer Science and Cybersecurity
- Cosmetology
- Culinary Arts and Hospitality
- Design and Visual Communications
- Early Education and Teaching
- Electrical
- Engineering and Robotics
- Environmental Science
- Health Assisting
- Horticulture and Plant Sciences
- Metal Fabrication and Welding
- Multimedia Production
- Plumbing
- Veterinary Science

Providing records to CTE Schools and programs

If a request for information is sent with a signed parent release from the Minuteman Regional Vocational Technical High School, or from any regional, agricultural, or other public high school, the Arlington Public Schools will provide the requested information regarding attendance and discipline within ten school days to ensure that the student's application may be completed and processed in a timely manner.

Maintenance of Records

The Arlington Public Schools will maintain documentation of student participation in tours and other elements of this policy implementation such as sharing of contact information, MyCAP, and CTE access schedules. The Arlington Public Schools will provide this information to the Department of Elementary and Secondary Education upon request.

Arlington Public Schools

Adopted by the Arlington School Committee: October 00, 2025

REF: File: LB - RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

LEGAL REFS.: M.G.L. [40:4E](#); [71:48](#); [71:71D](#); [71B:4](#); [74:4](#) through [74:7A](#); [76:1](#)
[603 CMR 4.00](#)



Town of Arlington, Massachusetts

Special Dedications for School Facilities: File FF, FF-E, and FFA

Summary:

- File FF et al

ATTACHMENTS:

Type	File Name	Description
▢ Policy	File_FF_et_al.pdf	File FFE et al

File: FF - POLICY FOR SPECIAL DEDICATIONS OF SCHOOL FACILITIES

Naming a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name. It is expected that an orderly, announced procedure will lessen the community or factional pressures that so quickly build up when the selection is delayed or seems uncertain.

From time to time the School Committee may choose to recognize outstanding service to the youth of Arlington by dedicating or naming an appropriate area (i.e. playground, library, gymnasium, auditorium etc.) in honor of some exceptional individual(s) who have unselfishly given their time and energy in promoting excellence in education.

At the request of the Superintendent or any individual School Committee member the Chairperson will place a dedication request on the agenda of a regular school committee meeting for discussion and a vote to refer via letter from the Chairperson such request to the Public Memorial Committee for an advisory opinion. The Chairperson will place such a proposal before the Committee as soon as the Committee has sufficient biographical and/or other data available to enable the full Committee to adequately reflect or deliberate a formal motion of dedication. Upon receipt of the Public Memorial Committee's advisory opinion or at least thirty days after the referral to the Public Memorial Committee, whichever is sooner, the Chairperson will again place the request on the agenda for a final vote.

If the School Committee approves a dedication, this will be followed as soon as possible by a formal dedication. The ceremony should encompass a presentation of an official proclamation and the placement of an appropriate plaque to commemorate the individuals' significant contribution to the Arlington Public Schools. A certain sensitivity and common sense must be reflected in the timing of any public recognition.

It is the policy of the School Committee that the names of existing structures or physical spaces under our jurisdiction will not be changed. Historical preservation and respect for our traditions are a key component in honoring our past.

File: FF-E - PROCEDURES FOR NAMING NEW SPACES AT ARLINGTON HIGH SCHOOL

The Arlington School Committee recognizes that it is traditional to designate spaces in school buildings with the names of important members of the educational community. This policy is meant to provide guidance and a process for naming and commemorations of seven new spaces at Arlington High School.

The Arlington School Committee has the authority to name spaces in the new Arlington High School building. The school committee has established a policy to seek an advisory opinion from the Public Memorial Committee prior to any vote to name spaces under the jurisdiction of the school committee. The opening of the new school provides an opportunity to name seven new major spaces, and the school committee seeks to create an open and transparent process for naming these spaces, aligned with existing policy and town bylaws.

In order to name seven new common spaces in Arlington High School, the Superintendent will create and convene an Advisory Panel on Naming and Memorials at Arlington High School, with no more than 11 members.

The panel would include a minimum of one representative appointee from each of the following:

1. the Superintendent's Leadership Team
2. the School Committee, by vote of the school committee.
3. A school administrator from Arlington High School,
4. 1-2 staff members from Arlington High School,
5. An Arlington High School student representative, selected by student government, and
6. A minimum of two community members, by vote of the school committee.

The advisory committee shall review the criteria for naming decisions, consult with the Arlington Public Memorial Committee, manage a process for receiving and reviewing proposals, and make recommendations to the school committee about naming the seven major named spaces at Arlington High School. The seven major named spaces to be named are:

1. Discourse Lab
2. Auditorium
3. Library
4. Black Box Theater
- 5-7. Three Gyms

Charge of the Panel

The Advisory Panel on Naming and Memorials at Arlington High School recommendations for the seven major named spaces shall be completed by September 2024 (the beginning of Phase 4). The Advisory Panel on Naming and Memorials shall dissolve upon the completion of its work.

Criteria for Names

The Arlington School Committee seeks to create an inclusive process and guidelines for making recommendations for naming facilities in the new building in ways that honor the legacy and values of Arlington High School.

As has been past practice, it is our intent to name spaces after members of the Arlington High School Community who have made contributions to the education of students and the mission of Arlington High School. These would include staff, alumni, or Arlington educators.

This criteria allows for naming of spaces after living people, but we recommend that we do not name spaces for people who are critically ill or until 3 years after their passing. This helps to allow for the community to process a death without creating conflict around the naming in the midst of grief.

References:

[File: FF - POLICY FOR SPECIAL DEDICATIONS OF SCHOOL FACILITIES](#)

[Title II, Article 4, Bylaws of the Town of Arlington](#)

Arlington Public Schools

File: FFA - MEMORIALS

The School Committee recognizes that the death of a student, member of the staff, or prominent community member is deeply felt by the school community. As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials.

Permanent memorials within the schools shall be limited in form to perpetual awards or scholarships.

Any permanent memorials in existence before the adoption of this policy can only be removed by a vote of the School Committee.



Town of Arlington, Massachusetts

Community Use of School Facilities: File KF and KFE

Summary:

- File KF & KFE

ATTACHMENTS:

	Type	File Name	Description
▢	Policy	File_KF.pdf	File KF & KFE

ARLINGTON PUBLIC SCHOOLS

File: KF - COMMUNITY USE OF SCHOOL FACILITIES

Permission to use school facilities may be granted by the Superintendent.

Permits shall be issued in writing by the Superintendent; a copy will be given to the custodian. Regardless of whether a building is open for other activities, permits will still be required for use of any part of the building.

The following conditions shall apply to permits for the use of school property, and shall be accepted and acknowledged in writing by each organization receiving a permit:

1. The intended use shall be in accord with the license granted for the building by the Massachusetts Department of Public Safety.
2. The organization using school property shall protect the property from abuse or injury and shall be responsible for any damage occurring in connection with or in consequence of such use.
3. Smoking, alcohol and all prohibited substances are prohibited on school property. The organization using a school building shall enforce this rule.
4. An organization using school property shall be responsible for the behavior of persons attending or using the building or grounds in connection with the permit, and shall furnish at its own expense such police or fire protection as the Superintendent, School Committee, or supervisor of custodians may direct.
5. All scenery and fixtures used in school buildings must conform strictly with fire laws and town ordinances. Any arrangements for scenery, refreshments, etc., must be made so as to cause no damage to school property and to meet the approval of school officials.
6. Payment of fees shall be made not later than the time of use. Please refer to Exhibit [KF-E](#) for the classifications applied when determining fees.
7. Violation or neglect of regulations governing the use of school property or unpaid bills may disqualify the organization for further permission to use school property.

LEGAL REFS.: M.G.L. [71:71](#)

By-laws of the Town of Arlington, Title IV, Article w

CROSS REF.: [KF-E](#), Fee Structure for Rental of School Building Space

CONTRACT REF.: AEA, Unit A, and AAA, XIII-A

MGL Chapter 71, Section 71: Use of school property; purposes

Section 71. For the purpose of promoting the usefulness of public school property the school committee of any town may conduct such educational and recreational activities in or upon school property under its control, and, subject to such regulations as it may establish, and, consistently and without interference with the use of the premises for school purposes, shall allow the use thereof by individuals and associations for such educational, recreational, social, civic, philanthropic and like purposes as it deems for the interest of the community. The affiliation of any such association with a religious organization shall not disqualify such association from being allowed such a use for such a purpose. The use of such property as a place of assemblage for citizens to hear candidates for public office shall be considered a civic purpose within the meaning of this section. A school committee shall award concessions for food at any field under its control only to the highest responsible bidder. This section shall not apply to Boston.

Bylaws of the Town of Arlington

Title IV – Public Areas

ARTICLE 2: USE OF AREAS UNDER CONTROL OF THE SCHOOL DEPARTMENT

Section 1. Actions Prohibited

No person shall injure, mutilate, or destroy any property or equipment, real or personal, belonging to the Town of Arlington under the jurisdiction of the School Department.

Section 2. Parking Prohibited

No person shall park a vehicle on property under the jurisdiction of the School Department except while attending functions at or doing business in the adjoining school building; such parking shall be only at designated locations and not in conflict with faculty or school personnel parking and not in violation of Fire Department regulations governing parking adjacent to school buildings. There shall be no overnight parking of vehicles on any School Department property except for vehicles under the direct control of the School Department, or by special permit issued by the Superintendent of Schools.

Section 3. Signs and Direction by Town Personnel

No person shall refuse or neglect to obey any rule, posted by sign, concerning the use of any area under the jurisdiction of the School Department; nor shall they refuse or neglect to obey any reasonable direction of a police officer, custodian or School Department employee during the time they are on School Department property.

Section 4. Animals Restricted

No person shall cause or permit any animal owned by them or in their custody or under their control to roam or be at large in or on any property under the care and control of the School Department, except a dog when restrained by a leash not exceeding six (6) feet in length.

Section 5. Hours of Use Restricted

No person shall remain upon school grounds, including playgrounds, during the periods when school is in session except when under the direct supervision of school personnel.

Section 6. Loitering and Other Actions Prohibited

No person or persons shall congregate in doorways or recess areas of school buildings for purposes of loitering, card playing or any other activity not specifically authorized by the School or Park Department.

Section 7. Motorcycles Prohibited

Motorcycles and motor scooters are not permitted on school property including the roadway in the rear of the Arlington Senior High School building.

Section 8. Fines and Violations

Any person violating any of the foregoing section shall, for each offense, be punished by a fine of not more than twenty (\$20) dollars.

ARLINGTON PUBLIC SCHOOLS

File: KF-E - FEE STRUCTURE FOR RENTAL OF SCHOOL BUILDING SPACE

Due to the increasing cost and the need to maintain the school buildings, the following classifications apply when determining fees:

Group 1: Arlington Public School and Town related business. (Examples include but are not necessarily limited to, school run clubs and activities, School Committee meetings, advisory committee meetings, sports team meetings, community education, PTO meetings.) No usage/energy fee. Custodial fees apply only when no custodian is already scheduled to be on duty, except as otherwise specified by contract.

Group 2: Non-profit groups, or events, which bear some connection to the mission of the Arlington Public Schools. One-half of the usage/energy fee. Refundable damage deposits required for rooms and equipment used. Custodial fees apply.

Group 3: Commercial entities and other groups not affiliated with the Arlington Public Schools. (Examples include, but are not limited to, private dance companies, community college evening course). Full usage/energy fee. Refundable damage deposits required for rooms and equipment used. Custodial fees apply.

Group 4: *Long-Term Rentals (**180 days or more**) explicitly for the after school care of students. One-Quarter of the usage fee. Energy fees apply. Refundable damage deposits required for rooms and equipment used. Custodial fees apply.

All groups must be in compliance with federal and state laws of non-discrimination and all other applicable statutes.

The Superintendent shall have sole final discretion over classification decisions.

Amended and voted: December 19, 2019

BURLINGTON PUBLIC SCHOOLS

File: KF - COMMUNITY USE OF SCHOOL FACILITIES

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the office of the Superintendent of Schools, where applications are available for this purpose.

Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Parks and playgrounds activities
6. Local nonprofit and noncommercial organization activities
7. Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town
8. The activities of other organizations when approved by the School Committee

School and Town Preference

The priority given requests for use of school facilities will be as follows:

1. School activities
2. Town meetings and elections over other community activities
3. Parks and playgrounds

LEGAL REFS.: M.G.L. [71:71](#); [71:71B](#); [272:40A](#)

First Reading - 10/10/23

Second Reading - 10/24/23

Adopted by School Committee - 10/24/23

FRAMINGHAM PUBLIC SCHOOLS

File: KF - COMMUNITY USE OF SCHOOL FACILITIES

It is the School Committee's desire that maximum use of school property be enjoyed by the City's residents. It is the School Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent or their designee and approved by the School Committee.

Permission for the use of facilities must be obtained through the office of the Building and Grounds Department, where applications are available for this purpose, permits will be issued based on availability

Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official City public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Parks and playgrounds activities
6. Local nonprofit and noncommercial organization activities
7. Civic including recreation, educational, social, and religious organization activities if a substantial portion of the members are residents of the City. Residents using facilities for recreational activities do not need to provide proof of non-profit status.
8. The activities of other organizations when approved by the School Committee.

School and City Preference

The priority given requests for use of school facilities will be as follows:

1. School activities
2. Governmental activities and elections over other community activities
3. Parks and playgrounds

LEGAL REFS.: M.G.L. 71:71A>; 71:71BA>; 272:40AA>

This policy was updated and approved by the Framingham School Committee in Open Session on November 29, 2023.

LEXINGTON PUBLIC SCHOOLS

File: KF - COMMUNITY USE OF SCHOOL FACILITIES

It is the policy of the Lexington School Committee ("LSC") to permit individuals or organizations to use school buildings to the extent that there is no interference with the educational programs. The complete control of school buildings and equipment is by law vested in the School Committee and the administration of the Rules and Regulations governing the buildings is delegated to the Superintendent of Schools or his/her designee. The procedures, policies and decisions related to the use of facilities must also be in accord with the Memorandum of Agreement between the Board of Selectmen, Town Manager and the School Committee, Art. VIII Section 1.

I. APPLICATION

1. There are certain restrictions that govern the use of school property and the building. The user is solely responsible for the fulfillment of the regulations of the following:
 - A. State Department of Public Safety
 - B. State and Local Fire Laws
 - C. State and Local Police Laws
 - D. Internal Revenue Admission Laws
 - E. State Laws Relating to Rental of School Facilities
 - F. The aforementioned Memorandum of Understanding between the Board of Selectmen, Town Manager and the School Committee.
2. In addition, the building user is responsible for any damage to the school property and may be required by the school authorities to provide police and/or fire protection at the building user's expense.
3. When school buildings are used for non-school purposes, a rental fee may be charged to offset additional expenses (including heating, lighting and other operating expenses) incurred by the public school system. Where fees are charged, they are pursuant to rates approved by the Public Facilities Board and LSC. All rental fees will be collected by the DPF and be accounted for in a Public Facilities Rental Revolving Fund (See Section VIII *2 of the Memorandum of Understanding).
4. LSC does not provide school materials or equipment to individuals or groups.
5. There is no smoking in the buildings or on the grounds of the Lexington Public Schools.
6. Alcoholic beverages are not allowed on school premises.
7. Beverages and food may be served and consumed only in approved areas.
8. Exceptions to these rules and regulations can be made only by the Superintendent or his/her designee.

LEGAL REFS.: M.G.L. [71:71](#); [71:71B](#); [272:40A](#)

WOBURN PUBLIC SCHOOLS

File: KF-R - COMMUNITY USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent in conformity with the following regulations, which have been approved by the School Committee.

1. Requests for the use of school facilities will be made at the office of the Superintendent at least 14 days prior to the date of use.
2. School facilities may not be used for individual, private, or commercial purposes.
3. Requests for school facilities must be cleared with the building Principal or the Superintendent or both, should the nature of the request so justify.
4. School-related groups will be permitted reasonable use of school facilities without charge.
5. All activities must be under competent adult supervision approved by the Superintendent and the Principal of the building involved. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
6. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.
7. Groups receiving permission are responsible at all times for the observance of fire and safety requirements.
8. Smoking within the building is not permitted. Permission for the possession and sale of alcoholic beverages may be granted to a nonprofit organization, which is properly licensed, only by the School Committee.
9. Proper liability insurance will be required of all groups given permission to use school facilities.
10. The Committee will approve and periodically review a fee schedule for the use of school facilities.
11. In situations where there is no cost factor to the school system, or in situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be modified or eliminated by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
12. The School Committee reserves the right to cancel any permission granted.

SOURCE: MASC

SOMERVILLE PUBLIC SCHOOLS

File: KF - COMMUNITY USE OF SCHOOL FACILITIES

It is the School Committee's desire that maximum use of school property be enjoyed by City residents and organizations. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by Somerville organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of residents from the community will be benefited.

School facilities will be used according to the regulations of the Superintendent of Schools/designee and rental fees established in conjunction with the Department of Public Works.

Permission for the use of facilities must be obtained through the office of the Superintendent of Schools, where applications are available for this purpose.

Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official city public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Recreation Department activities
6. Local nonprofit and noncommercial organization activities
7. The activities of other organizations that serve a worthy educational, civic, or charitable purpose or benefit a substantial group of residents from the community, in accordance with File KF-R, when approved by the Superintendent of Schools/designee

School and City Preference

Priority is given to requests for use of school facilities will be as follows:

1. School activities
2. Municipal meetings and elections over other community activities
3. Recreation Department

LEGAL REFS.: M.G.L. [71:71](#); [71:71B](#); [272:40A](#)

Adopted by School Committee: May 4, 2015

SOMERVILLE PUBLIC SCHOOLS

File: KF-R - COMMUNITY USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent/designee in conformity with the following regulations, which have been approved by the School Committee.

Use of school buildings and other facilities by Somerville organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of residents from the community will be benefited.

Building Use

1. Official Application

The official form, *Application for Use of School Facilities*, should be obtained from the Business Office or from the school department website. When completed, it should be returned to the School Business Office.

2. Priorities

- a. Public Schools - No use shall interfere with or take precedence over a regular day or evening program of the public schools.
- b. Somerville School Committee Meetings
- c. School Related Functions - i.e. Art and Music, Athletic Program, P.T.A. Functions, Evening School, and Community Schools
- d. Recreation Programs - when requested by Recreation Commission.
- e. Official Government Meetings - Board of Aldermen Meeting, Mayor's Meetings, voting or Hearings i.e. Community Development Hearing.
- f. Community Education Programs - these will encompass neighborhood groups - only in designated areas.
- g. Neighborhood groups that meet with and/or sponsored by elected city officials or Mayor's designee to discuss neighborhood problems, Block Groups or Resident Groups. The city official's name must appear on the application.
- h. Other Groups.

3. Availability

- a. Requests for use of school facilities by organizations or groups must be made at least three weeks prior to the date of the proposed use.
- b. Buildings are not available for use beyond 10:00 p.m. or before 7:00 a.m.
- c. When school is cancelled, all after school programs will be automatically canceled.

d. Any Permit may be revoked without previous notice where conflicting dates have resulted or where need of the property for the public school purposes has developed. For other cause, permits may be revoked at any other time upon reasonable notice.

e. Spaces available in schools are restricted to use by the Somerville Public Schools, the City of Somerville and organizations located in the City of Somerville or when the Superintendent/designee determines that the event will serve a worthy educational, civic, or charitable purpose; or a substantial group of residents from the community will be benefited.

Somerville High School Auditorium, Cafeteria, Culinary Arts, Dance Room,

Library, Atrium, Conference Room, Music Room, Gym, Cafeteria. High School Field House*

*Please see Field House Use Policy

f. Other Buildings

- *Argenziano at Lincoln Park School* Gym, Cafeteria, Playroom, Library*
- *Brown School* Library*
- *Capuano School* Gym, Cafeteria
- *Cummings School* Gym#
- *East Somerville Community School* Gym, Auditorium, Cafeteria, Library*
- *Edgerly Education Center* Gym
- *Healey School* Gym, Cafeteria, Library*
- *Kennedy School* Gym, Cafeteria, Library*
- *West Somerville Neighborhood School* Gym, Cafeteria, Library*
- *Winter Hill Community School* Gym, Cafeteria, Library*

* selected adult groups only

restricted to Somerville Public Schools and City of Somerville use only

4. Restrictions

The Somerville Public Schools reserves the right to cancel or suspend any use at the sole discretion of the Superintendent of Schools/designee.

a. Use shall be limited to meetings open to the public. Meetings may not be a secret, closed or exclusive. If a fee is charged, anyone who pays the fee must be admitted.

b. Informational meetings of a political nature, if sponsored or arranged by a responsible nonpartisan agency which can guarantee equal representation for all points of view, may be held in public school buildings at the discretion of the Superintendent of Schools/designee.

c. School buildings and grounds are not available for the promotion of partisan politics or individual candidates for political office, for promotion of commercial enterprises, including commercial concerts or dances. (However, exception will be made for ward caucuses held once per year for any political party so requesting. There will be no fee requested for such caucuses.)

d. The user shall not permit the use of any combustible materials i.e. candles, other than electricity available for such use.

e. No classrooms in elementary schools are to be used.

f. Seating Capacity - Tickets to any activity shall not be sold or disposed of in excess of the seating capacity of the facility being used.

g. The programs offered in or during the use of any school premises shall at no time contain any matter which might tend to cause breach of the peace, or which constitutes subversive doctrine of seditious utterances or which agitates for changes in our form of government or social order by violence or unlawful methods.

h. There shall be no intoxicants, smoking or narcotics used in or about school buildings and premises, nor shall profane language, quarreling, fighting, or gambling be permitted. Violation of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.

i. Gym

1. No playing on gym floor in street shoes

2. No unsupervised use of gym

3. Non-school groups shall furnish their own equipment - such as balls, rackets, and other supplies. No metal or floor scratching materials may be used, i.e., goal posts.

4. No eating or drinking of any beverage shall be allowed.

j. Kitchen

1. Kitchen facilities may not be used without an employee of the cafeteria being present in a supervisory capacity. The kitchen facilities shall not be used to completely prepare and serve meals.

2. In no case shall children be allowed in the kitchen.

3. In no case shall Somerville Public Schools' cafeteria supplies be used in the preparation of meals or refreshments.

4. Whenever the kitchen facilities are not properly cleaned after use, the school custodian will clean the facilities and bill the group and organization.

k. Auditorium

1. Use of school auditorium equipment such as microphones, will be done by school personnel only. Groups using the school equipment will pay for employee's wages.
2. No eating or drinking of any beverages are permitted.
3. All scenery and fixtures must conform strictly with fire laws and city ordinances.

5. Protection of Property

- a. School property must be protected from damage and mistreatment and ordinary precautions for cleanliness maintained. Groups shall be responsible for the condition in which they leave the school building. In cases where school property has been damaged or abused beyond normal wear, the same shall be paid for by the organization involved.
- b. The Somerville Public Schools shall not assume responsibility for any property placed in facilities by the user.
- c. The Somerville Public Schools shall be relieved and discharged from any liability for any loss, injury, or damages to persons or property that may be sustained by reason of the use of approved facilities.
- d. The following guidelines shall be applicable regarding defacement:
 1. The user shall not damage, deface or allow any alterations to be made to the facilities.
 2. Damage to facilities during the time of use shall be charged to the user, whether by act, whether by default, or whether by negligence.
 3. Payment to the Somerville Public Schools for damage to facilities shall be made by the user to restore damaged facilities.
 4. The user shall assume full responsibility for the character, acts, and conduct of all persons admitted to the facility within the permit request.
 5. All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to see that the authorized portions of the building are not vandalized and the premises are vacated as scheduled.

e. Insurance

1. The Somerville Public Schools may require the user to furnish a certificate of liability insurance in the amounts specified by the Somerville School Committee.

f. Supervision

1. All juvenile activities must have adult supervision in the ration of one (1) adult to ten (10) juveniles.
2. Authorized personnel of the Somerville Public Schools shall be permitted to enter facilities during use at any time or on any occasion to observe and enforce rules of the Somerville School Committee.

g. Concessions

1. The use of concession facilities shall be granted at the discretion of the Somerville School Committee.

h. Cancellation

1. Organizations are responsible to notify the School Department in the event an activity is to be canceled. Cancellations shall be given at least 24 hours in advance or the regular fee will be leveled.

i. Custodial Services

1. Custodial personnel have been instructed to offer assistance to each group, but are NOT available to run errands, carry material, or perform duties outside their regular assignment.

2. The school custodian shall open the building only upon presentation of a properly approved copy of the application.

6. Room/Rate Rental

- a. The rate schedule is established for the use of the Somerville Public School facilities in conjunction with the Department of Public Works (DPW). The rate schedule for outside users may be waived by action of the Commissioner of Public Works.

- b. Rates and Fees

1. Custodial Rate - The cost of provision of custodian service will be in accordance with the negotiated contract.

2. Table and Chairs - All organizations will make their own arrangements for tables and chairs. The custodian shall be notified as to delivery of such items.

- c. The fee and requirement of additional custodians will be waived for events held by the Somerville Public Schools and City of Somerville unless, due to the nature of the activity, it is determined that additional custodians are required.

- d. In addition to a room rental rate, the cost of a custodial detail is required for all building use except for use by the Somerville Public Schools and City of Somerville use.

LEGAL REFS.: M.G.L. [43: 33](#) and M.G.L. [71:71](#)

Revised: March 20, 2000

Revised: April 2010

Amended: May 4, 2015



Town of Arlington, Massachusetts

Gifts and Solicitations by Staff - File GBEC

Summary:

- GBEC-with-track-changes

ATTACHMENTS:

Type	File Name	Description
▢ Policy	GBEC-with-track-changes.pdf	GBEC-with-track-changes

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in their public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in their public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents/guardians and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

Raffles and Games of Chance

By state law and regulation, raffles and games of chance may not be organized by schools as the sponsoring organization. Employees are thus barred from participating in such activities unless doing so as a member of a sponsoring organization, such as a parent or booster organization, as defined by state law and regulation.

Acceptance By the School Committee

All gifts and donations to the district must be accepted by a vote of the School Committee.

LEGAL REFS.: M.G.L. 268A:3; 268A:23
930 CMR 5.00
MGL 271:7A
940 CMR 12.00

CROSS REFS.: KHA, Public Solicitations in the Schools
GBEBD, Online Fundraising and Solicitations – Crowdfunding
KCD, Public Gifts to Schools
KBE, Relations with Parent/Booster Organizations

SOURCE: MASC - Updated 2025



Town of Arlington, Massachusetts

Student Fundraising Activities - File JJE

Summary:

- JJE-with-track-changes

ATTACHMENTS:

Type	File Name	Description
▣ Policy	JJE-with-track-changes.pdf	JJE-with-track-changes

Current Arlington policy:

File: JJE - STUDENT FUND-RAISING ACTIVITIES

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.

Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the Superintendent for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

CROSS REFS.: [JP](#), Student Gifts and Solicitations

[KHA](#), Public Solicitations in the Schools

**STUDENT FUND-RAISING ACTIVITIES
(MASC with proposed revisions)**

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process. The Committee further recognizes that families have different resources; those differences should, as much as possible, not be highlighted by school activities, including fundraising.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.

Other fundraising activities that would involve students in the fundraising process shall be submitted to the Superintendent for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

Fundraising activities may not involve competitions among students. Students may not be rewarded with additional recess, snacks, activities or any type of prize for having raised larger amounts of funds or reaching fundraising goals.

Students and student groups are barred by state law and regulation from organizing raffles or games of chance, participating in sales of, or purchasing tickets of such games.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

LEGAL REFS.: MGL 271: 7A
940 CMR 12.00

CROSS REFS.: KHA, Public Solicitations in the Schools

SOURCE: MASC – Updated 2025



Town of Arlington, Massachusetts

Future Agenda Items and Meeting Dates



Town of Arlington, Massachusetts

Adjournment (P. Schlichtman)



Town of Arlington, Massachusetts

Submitted by P. Schlichtman